

POLICY

BOARD OF EDUCATION BAYONNE

OPERATIONS

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REPORTING ACCIDENTS

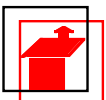
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The Board of Education directs that all reasonable efforts be made to insure a safe learning and working environment for the pupils and employees of this district. To that end and to the end that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a pupil, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the district business office. Injured persons shall be referred immediately to the school nurse for such medical attention as may be appropriate.

The injured employee or visitor or the staff member responsible for an injured pupil shall complete a form, available in the office of the school nurse, that includes the date, time and place of the incident; the names of persons involved; the nature of the injury, to the extent that it is known; and a description of all relevant circumstances. A copy shall be retained by the school nurse and a copy shall be sent to the School Business Administrator and Director of Nurses.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the school nurse, appropriate administrator and/or Employee Health Services no later than 24 hours following the occurrence of the injury. In the event of a weekend, it should be reported the following Monday. The failure of an employee to comply with this mandate may result in disciplinary action and forfeiture of claims under New Jersey Workmen's Compensation Law.

Adopted: 28 July 1997



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